

REQUEST FOR PROPOSAL – Secondary

Round 1: Public Questions and Responses Posted 03/11/2020

Arts in Corrections Program – Coordinating Organizations

RFP #2019-01

The questions included in this document were submitted by members of the public either by email or during our optional webinar regarding the Request for Proposal (RFP) indicated above.

If you missed the first Question and Answer deadline, there is still another opportunity to submit questions during Round 2. **The deadline to submit questions for Round 2 is April 8, 2020 at 4:00 PM [by email](#)** to Roman Sanchez. All questions received by the deadline will be [available online](#) on April 10, 2020 at 4:00 PM.

Also, if you have not done so already, help us improve the RFP application and process by completing an optional survey about the RFP, even if you do not plan to submit a proposal. **All responses to the survey will remain anonymous and will not impact a submitted proposal.** The survey will take no more than 5 minutes to complete. To access the survey, [click here](#).

The submitted questions have been divided into categories for the ease of the reader. See the *Table of Question Types* on the next page for more information.

The California Arts Council is committed to the accessibility of its online content. If you do not have Internet access and need to obtain a hard copy of this document, and/or need an interpretation or written translation of this document in another language, call (916) 322-7122. Large print is also available upon request.

Table of Question Types

Eligibility	3
Training and Readiness for the Institution	8
Institutions	11
AIC Program and RFP Sections	19
Budget	23
Proposal Evaluation Criteria and Process	26
Award	30
General Questions	31
Works Cited	32

Eligibility

1. What types of organizations can apply?

There are many types of organizations that can apply. The qualifying types of organizations are listed on the RFP, which states organizations must:

- *Be a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.*
- *If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.*

2. We saw that the RFP states organizations that have an Innovative Programming Grant and/or Long-Term Programming Grant by CDCR, can only apply if the program will be different. However, does this apply if the grant with CDCR has now ended?

If you are no longer funded under a CDCR grant, then this rule does not apply.

3. Is it possible for California State institutions of higher education to become AIC Coordinating Organizations?

Yes, per the RFP under “F. Expected Competence and Minimum Qualifications” proposers must be, “a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.”

4. Is it possible for the Los Angeles County Department of Arts and Culture to become a Coordinating Organization?

Yes, per the RFP under “F. Expected Competence and Minimum Qualifications” proposers must be, “a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.”

5. Do you have to be an organization to apply or are small businesses eligible as well?

Yes, see the response to question 1 in the “Eligibility” section above and Section 3, Attachment 8 from the RFP for more details.

6. **My reason for the email is to ask about the grant proposals coming back up, would I be allowed to file for it under (name of consulting firm withheld for privacy) or under another program that I am with? I am interested in submitting for the arts and corrections proposal opportunity. I wanted to confirm if I would be able to submit under my company which focuses on reentry, mentorship, arts resources, etc.**

Firstly, Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. Secondly, per the RFP under “F. Expected Competence and Minimum Qualifications” proposers must be, “a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.”

In other words, small businesses may apply. For more information about small business certification, refer to Section 3, Attachment 8.

7. **Please clarify if there are additional requirements or recommendations for first time applicants.**

All the requirements for first time applicants are the same as returning applicants and are detailed in the RFP.

In the [webinar](#) we provided some tips starting at minute 3:55 and some are listed below:

- We recommend reading
 - The entire RFP packet
 - [California Code of Regulations, Title 15, Division 3. Adult Institutions, Programs and Parole](#)
 - [Department Operation Manual](#)
 - Chapter 5, Article 8 – Inmate Civil Rights
 - Chapter 10, Article 5 – Handicraft
- Tips for RFP Section 1
 - This section only needs to be completed once in your packet.
 - If you plan to use a fiscal sponsor, make sure to read through our fiscal sponsor policy. Your fiscal sponsor cannot change after your contract has been awarded or for the duration of the contract.
 - When deciding which institutions, you wish to provide programming, we recommend considering the distance and time it takes to travel to and from the institution. The more costly your travel time and institution time takes will impact your cost points.

- If you're applying to an institution listed in prompt E. Proposed Institution(s)
- Tips for RFP Section 2
 - You may be awarded for up to three institutions, you may submit proposals for as many institutions as you wish.
 - Maximum award for each institution will be \$100,000
 - This section is to be completed for EACH proposed institution.
 - Project Plan Table
 - When completing your project plan table, especially If you are new to the AIC program, consider that there is CDCR required training and all Arts Providers will need to have all their proper clearances to enter the institution. In some cases, new organizations will need a Self-Help sponsor (provided by the institution) to accompany them into the institution and provide programming. Therefore, if your organization is new to AIC, we recommend starting with a small program and find mentors in the field.
 - Curriculum
 - This is to be completed for each proposed workshop at the institution.
 - Budget Table
 - We suggest including as much budget notes as possible
 - If there is a budget line item wish to add, include it in tab "5-Other Costs" under the "Other" table, but make sure to add plenty of budget notes to justify to the evaluation panel why you need these funds.
- Tips for RFP Section 3
 - This section only needs to be completed once. It is very important to read through ALL the documents and ensure you have original signatures on all the documents.
 - Attachment 2: DataArts CAC Funder Report
 - Gathers financial data to assist the evaluation panel in determining your organization's fiscal and managerial health to support the AIC program
 - This attachment is time consuming because it requires an extensive organizational profile so make sure you allow enough time to complete (can take up 15 hours).

8. If an Arts Provider wants to offer a program to an institution that they have not previously worked in, does the Arts Provider need a letter of recommendation from the CRM or the Warden?

No, they do not. However, individuals are not eligible to apply to the RFP, they must be part of an eligible organization (see the response to question 1 in the "Eligibility" section above).

- 9. We are a small arts workshop (roughly 10-20 inmates participate weekly) currently working on a volunteer basis at san Quentin. if we got a letter from the warden that he was willing and interested in having us participate, could we respond to this RFP? or is that too small a scale?**

Your organization may apply so long as you have a letter from the Warden, or the Community Resource Manager since San Quentin is not listed in the RFP (see RFP pages 5-6). However, a letter from the institution does not guarantee a contract will be awarded. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

- 10. The RFP states the program available days and times for each institution. What if you know that a certain institution wants additional programming on other days as well? What's the process for a coordinating organization to propose days other than what is listed in the stated institution's preferences? In the last RFP, we submitted a letter from the CRM stating the request, which was different that the RFP, as we were instructed by CAC. Then a letter was received weeks later with one of the stated reasons the award was not given was based on not proposing what was in the RFP. How do we ensure this oversight doesn't happen again when we were following as instructed by CAC?**

Your organization may apply so long as you have a letter from the Warden or the Community Resource Manager if the days and times are not listed in the RFP (see RFP pages 5-6). However, a letter from the institution does not guarantee a contract will be awarded. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

- 11. (Name of consulting firm withheld for privacy) would coordinate any program scheduling for a dance and music school who is interested in submitting a proposal. Both businesses are for profit. Do we need to be in the prisons providing these arts services to be eligible for the arts grants? Do we need a nonprofit sponsor to apply?**

Firstly, Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. You do not need a fiscal sponsor to apply. Please

see the response to question 1 in the “Eligibility” section above and the RFP for more information.

- 12. The RFP states organizations that have an Innovative Programming Grant and/or Long-Term Programming Grant by CDCR, can only apply if the program will be different. However, does this apply if the grant with CDCR has now ended?**

If the grant has ended, this section of the RFP does not apply to your organization.

- 13. I just attended the webinar and heard that the SMU DataArts Funder Report is also a requirement for this proposal. Although, I didn’t find any information in the guidelines. The main reason I’m asking is due to concerns about which UCLA department can be involved, since the PI’s work in prison education is housed in the division/department that may not be qualified to work on this proposal. (Name withheld) is currently affiliated with the departments of (organization withheld). I recently spoke with CAC program officer, Josy Miller, regarding the CAC Innovations + Intersections call and learned that (Name withheld) must manage that proposal submission. Josy told me that (organization withheld) is not considered an “arts-based” organization if they do not have any relevant financial data and operate as an academic unit. *Can you please let me know if the same rule of thumb applies for this AIC proposal as well? Can you please let us know how we should proceed?***

The information about the SMU DataArts Funder Report is in Section 3, Attachment 2. There are different requirements between grants and the AIC program because Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. Therefore, all the requirements and eligibility are outlined in the RFP document. Per the response to question 1 in the “Eligibility” section above, other entities are eligible to apply and in the case of the University of California, if awarded, would enter into an [interagency agreement](#) with the CAC.

Training and Readiness for the Institution

1. If CAC expanded AIC programming with an increased budget from \$2.5 million to \$8 million, then there will be a high proportionate demand of influx of Arts Providers needed to provide programming. The supply is low of Arts Providers who have the required at least one (1) year service in correctional setting or comparable setting experience. There are many professional artists who want to be trained in working in this setting which is easier than training them to be professional artists. The RFP has a required AIC training portion which helps prepare the Arts Providers for working in the correctional environment.
 - a. How can a Coordinating Organization give the arts providers one-year correctional experience without being able to hire them?
 - b. How can Coordinating Organizations find Arts Providers with the required 1-year experience in correctional or comparable setting?
 - c. What are examples considered as a comparable setting?

We understand that the one-year experience requirement for artists can be a hurdle for many artists interested in becoming a part of the AIC program. However, this requirement does not exist to cause a hurdle but to ensure that Arts Providers are adequately equipped to handle the challenges at CDCR facilities. This is the reason why the CAC is flexible and considers experience in comparable settings.

For the purposes of this RFP, we consider any experience working with system impacted¹ individuals, and/or an environment that is comparable to the carceral system² a comparable experience. Any experiences with system impacted individuals

¹ "System Impacted includes those who have been incarcerated, those with arrests/convictions but no incarceration and those who have been directly impacted by a loved one being incarcerated. While those close to us, as well as the broader society are negatively impacted by our incarceration, it is often our partners, parents, children and/or siblings who face the most significant disadvantages behind our absence and thus, categorically merit this designation." (University of California, Berkeley's Underground Scholars Initiative (USI) 2019)

² Carceral System is far more accurate than the ubiquitous term "Criminal Justice System." Not all who violate the law (commit a crime) are exposed to this system and justice is a relative term that most people in this country do not positively associate with our current model. In this context, Carceral System is best understood as a comprehensive network of systems that rely, at least in part, on the exercise of state sanctioned physical, emotional, spatial, economic and political violence to preserve the interests of the state. This includes formal institutions such as, law enforcement and the courts, surveillance and data mining technology, NGO / non-profit consultants, conservative criminologists, those who manifest and/or financially benefit from modern slave labor, corporate predation on incarcerated people and our communities, the counterinsurgency in communities of color through 'soft-policing', etc. (University of California, Berkeley's Underground Scholars Initiative (USI) 2019)

and/or with the carceral system should be included in the artist biography. In the past, we have also considered individuals who have worked in grassroots organization with a focus on historically marginalized communities.

2. If my 501 (c) 3 Arts Organization is currently programming in 2 of the CA State Prison Institutions listed in Appendix 2, may we submit for those Institutions or should we select 3 facilities where we aren't currently programming?

You may submit a proposal for an institution you are already providing programming, if you wish to expand your programming at the institution so long as the program aligns with the accessed needs of the institution (in Appendix 2).

3. My organization is interested in applying to this RFP, but has no prior experience working with incarcerated youth and adults. Is having an established track record of working with this specific population of individuals required? Do organizations need to have an established relationship with a specific correctional facility prior to applying or can a partnership be sought out after funding is awarded?

See the response to question 1 in the “Training and Readiness for the Institution” section above of this document.

4. How do we go about finding a mentor?

While we do not currently have a procedure for finding a mentor, we would recommend looking at our list of current Coordinating Organizations. This list can be found on the Arts in Corrections website at www.artsincorrections.org/providers.

5. We would like to have 2 programs – they’re one Hip-Hop dance, the other Hip-Hop art. We would like more information on the clearances and the self-help sponsor and mentor.

For mentors, see the response to question 4 in the “Training and Readiness for the Institution” section above of this document.

For Information about clearances see the [Department Operation Manual](#)

- Chapter 3, Criminal Records Check – although this section is for CDCR employees, it provides information about LiveScan

6. Is there more detailed info about the self-help sponsor? We are new to AIC and want to start with a small program and find a mentor.

Self-help sponsor is a CDCR employee that oversees the program when the institution requires it because either the Arts Provider (teaching artist) and/or program is new, or they may assign one when the program is led by trained incarcerated individuals.

For information about mentors, see the response to question 4 in the “Training and Readiness for the Institution” section above of this document.

7. I noted that previous experience is weighted as a factor in doing this work. Does experience at federal prisons or in the recent round of curriculum development count as previous experience?

Although creating a curriculum through the AIC Program Development program does count as some experience, it is not institutional experience. However, there are many comparable experiences that can be included in the proposal, see the response to question 1 in the “Training and Readiness for the Institution” section above of this document for some examples of comparable experience.

8. What are the specific criteria that the teaching artists would need to meet?

See the RFP page 7 for Arts Providers information.

Institutions

- 1. Do we need to have confirmation of the institution's interest if they are already on your list?**

Institutions and information that are listed in Appendix 2 were requested by Community Resource Managers, so no letter of interest is necessary.

- 2. It states that applicants are strongly encouraged to apply only to the institutions in Appendix 2. If we propose an institution that is not listed in appendix 2, will our application automatically be disqualified?**

Per the language in the RFP, on page 5:

All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award.

- 3. Is it assumed that the institutions would like to keep the programming they already have (and, per Appendix 2, the institutions listed are requesting more programming)? This is not instead of the programming they have been receiving, correct? So, we should plan to submit proposals for the work we have already been providing (on expiring contracts)?**

Per the language in the RFP, on page 5:

All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

- 4. How would one go about applying to do the same program on more than one yard at an institution?**

In your proposal, you can indicate arts workshop yard in the Project Plan Table in Section 2 of the RFP. For example, if you wish to offer a workshop on Poetry at the

same institution and different yards, you will add a line for each Poetry workshop and include the different yard information in the appropriate column.

5. The RFP only lists programs that a select number of institutions would like to add. Does this mean that the institution does not want to continue current programs?

If a current program is from an AIC-16 or AIC-17 contract, as of June 30, 2020 it will no longer be an AIC program. In other words, programs that fall under this program would be considered an additional program because they will no longer be a current program in program year 2020-21 unless the organization submits a proposal and that proposal is awarded through the competitive bidding process (through the RFP).

6. If, for example, an institution only listed visual arts programs as what they are looking for this next fiscal year, are existing programs at that institution (say music, or writing) automatically dropped or is it assumed that existing programs will re-apply and be supported to continue on?

If a current program is from an AIC-16 or AIC-17 contract, as of June 30, 2020 it will no longer be an AIC program. In other words, programs that fall under this program would be considered an additional program because they will no longer be a current program in program year 2020-21 unless the organization submits a proposal and that proposal is awarded through the competitive bidding process (through the RFP). If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

7. Will applications that include institutions not listed in the official RFP be scored less even if we have an approval letter from the CRM?

Per the language in the RFP, on page 5:

All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an

award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

If submitted accurately, a proposal including institutions not listed in the RFP will not be scored less than those listed.

8. Do organizations need to have an established relationship with a correctional facility, or can it be sought out after funding is awarded?

No, an organization does not need to have an established relationship with an institution. For more information about the minimum qualifications, see Section F in the RFP.

9. The RFP states that applicants are strongly encouraged to apply only to the institutions in Appendix 2. If we propose an institution that is not listed in appendix 2, will our application automatically be disqualified? If we were to apply to use these funds towards a program at Richard J. Donovan Correctional Facility (RJD is not listed in the priority facilities) what additional materials would we need to provide to increase our possibility of being funded? We also wonder how many points are removed from the total grading point for applying for a facility not in their list - is it even worth it? The same question goes for Centinela - but as we received the CDCR Long-Term inmate grant for there, are we completely ineligible?

Per the language in the RFP, on page 5:

All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

If submitted accurately, a proposal including institutions not listed in the RFP will not be disqualified and will not be scored less than those listed.

If you are no longer funded under a CDCR grant, then this rule does not apply.

10. Did you say, if applying to bring more program at an institution we currently have programs at, that we would need pre-approval from the CRM for the additional program? I'm not sure if I heard this wrong.

Per the language in the RFP, on page 5:

All applicants are strongly encouraged to apply only to the institutions in Appendix 2. If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

If a current program is from an AIC-16 or AIC-17 contract, as of June 30, 2020 it will no longer be an AIC program. In other words, programs that fall under this program would be considered an additional program because they will no longer be a current program in program year 2020-21 unless the organization submits a proposal and that proposal is awarded through the competitive bidding process (through the RFP).

11. The RFP states that, if we are a current contractor at a given institution we may reapply if a program is different from what we already are doing. If our CRM has stated verbally that they would like our program to continue next year, can we reapply for the same program or will that disqualify us?

If this question is regarding a contract with a term date of June 30, 2020, it is not considered a current program for program year 2020-21 therefore it would be considered a new program for the purposes of the RFP. For clarity, the RFP does not indicate that current contractors cannot submit proposals for an existing program at the same institution. For more information please review pages 3-6, for information about the RFP purpose and institutional information.

12. In the RFP, are the facilities you've identified listed in order of priority/preference or are they all given equal weight?

The institutions and programming listed in Appendix 2 are listed in order of highest programmatic need. No weights are given to any specific institutions or artistic disciplines.

13. We're interested in partnering with the following prisons to see if they're interested in our improv theatre program:

- 1. High Desert Prison in Susanville**
- 2. California State Prison, Sacramento**
- 3. Deuel Vocational Institution, Tracy**

Do you know if there is an ideal person/contact at each prison who we should be reaching out to?

The institutions indicated in your questions are all institutions requesting additional programming. Please refer to the RFP's Appendix 2 for details on the art disciplines requested by each institution.

We highly discourage organizations to contact the institutions, given all the information needed to apply at each institution is available in the RFP and institutional staff is very busy. However, if you do decide to contact the institution about their arts programming, it is best to speak to the Community Resource Manager. To obtain general contact information for each institution, visit the CDCR's website under [Adult Institutions](#).

14. What if there are no Workshop hours, days and times requested by the prison in the RFP? Specifically, CAC (California City Correctional Facility). Should we just guess all of that in our proposed project plan?

Proposers should plan within all parameters listed by institutions in Appendix 2. If none are provided, less parameters apply.

15. Are institutions and/or CRM's providing a list of programs they want dropped?

Based on the assessed needs of each institution, this RFP reflects institutions requesting additional programming, noting their AIC-16 and AIC-17 contracts are ending this Program Year.

16. We believe that the top 4 questions below may be the result of miscommunication/misunderstanding around the AIC-17 contracts that terminate June 30.

For example, there is a new CRM at SVSP who has no idea how the request for only one “media” program was designated and the existing Visual Arts and Creative Writing workshops would go away after June 30.

- a. SVSP - doesn't include existing programs - Creative Writing, Visual Arts. Should we apply for these to continue and include a letter of support from the institution (CRM and/or Warden) for continuing the programs that have been successful to date?**
- b. CMF - doesn't include existing programs - Traditional Drumming & Bands. Should we include a letter of support from the institution (CRM and/or Warden) for continuing the programs that have been successful to date?**
- c. SAC - Existing programs total more \$100K, are we supposed to dial it back or should we include a letter of support from the institution (CRM and/or Warden) for continuing the programs that have been successful to date even if it goes over the \$100K max in the RFP?**
- d. MCSP is not even listed.**
- e. RFP specifies a maximum of 3 institutions. Are we to assume this is a new standard that will play out in any RFPs to come?**

If a current program is from an AIC-16 or AIC-17 contract, as of June 30, 2020 it will no longer be an AIC program. In other words, programs that fall under this program would be considered an additional program because they will no longer be a current program in program year 2020-21 unless the organization submits a proposal and that proposal is awarded through the competitive bidding process (through the RFP). If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden or Community Resource Manager requesting your program.

Any proposal exceeding the maximum award amount of \$100,000 will be disqualified.

While we cannot speak to future Request for Proposals (RFP), each RFP addresses the programmatic needs of each institution in combination with available funding.

17. What should be stated by the CRM on the preapproval notice for the Coordinating Organization to continue programming?

In a preapproval notice, a CRM or Warden should address support of a specific organization and their proposed services to be performed.

18. The RFP indicates that “proposing organizations may be awarded a contract for a maximum of three institutions”. Does that mean that if we are currently offering programs in more than three institutions (on a contract that is ending), we should expect that we will not be able to work in all those institutions moving forward. And, if we are already working in institutions on a contract that is receiving a contract extension/amendment, does that preclude us from working in additional institutions under the new RFP? If the total number of institutions is limited (to three), is it recommended to propose the maximum amount of programming in each of those institutions, in order to maximize the amount of programming we are able to provide in any given institution, if the total number of institutions will be limited.

If a current program is from an AIC-16 or AIC-17 contract, as of June 30, 2020 it will no longer be an AIC program. In other words, programs that fall under this program would be considered an additional program because they will no longer be a current program in program year 2020-21 unless the organization submits a proposal and that proposal is awarded through the competitive bidding process (through the RFP). If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution’s Warden or Community Resource Manager requesting your program.

19. Is there a template for requesting the CRMs "preapproval for services"?

There is not a template for requesting a CRM’s pre-approval for services.

20. How close will AIC be working with management at the facilities to make sure that programming is not only welcomed by management, but also by day-to-day staff? Many times, our resources and work can't be completed as intended because the facilities make it difficult to do so. This leads to an unpaid and uncompleted scopes of work and very frustrated arts facilitators/teaching artists. It would be a shame to have RFP Applicants who end up not being able to run meaningful programming as intended and a waste of the State's time and

resources. We have in the past won programming contract to work with DOJ and DJJ and when we get to the part where we show up and program the actual facility will make it impossible to run programming. The RFPs are great but when it comes down to actual programming the facilities shut it down. Will the CAC help liaison with the facilities or will that be on the orgs?

We work closely with the Department of Rehabilitative Programs (DRP) but given CDCR's department structure, many of the departments work in different silos and we've run across many of your concerns. DRP and CDCR are deeply invested in the Arts in Corrections program but we have no control over what happens at the institutions. The relationships built between the institutional staff and the organization/arts providers are beyond our control. However, we are constantly finding ways to improve the program internally and try our best to provide assistance and resources where needed in an effort to empower Coordinating Organizations. We recognize the difficulties of working in this space, so we try our best to be empathetic with Coordinating Organizations. There should never be unpaid work – uncompleted Scopes of Work do occur, but we try to be reasonable in terms of making sure state funds are not wasted but also that arts providers and Coordinating Organizations are paid for the work they do.

AIC Program and RFP Sections

- 1. We were wondering if the AIC grant program allows work in juvenal detention facilities?**

Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. See the California Department of Corrections and Rehabilitation's [Facility Locator Map](#) webpage for more information about the institutions.

- 2. Are there any sample applications that we can use to guide us?**

The AIC program does not provide any sample applications. The RFP is broken down into three section templates with some examples on how to complete them.

- 3. I see the requirement for a minimum of one-year work within the correctional system, is there flexibility in that for something new like bringing band and orchestra into the juvenile system?**

The AIC program does not work in the juvenile system. The AIC program allows for flexibility if the artists have experience in a comparable setting (per the language in the RFP).

- 4. Are any youth correctional facilities on the list this year, and if we want to service youth would that be through the CAC grant for juveniles?**

No, see the response to question 3 in the "AIC Program and RFP Sections" section of this document. For a CAC grant with this focus, review the CAC grant programs on the website: www.arts.ca.gov

- 5. Are juvenile halls included in this program?**

No, it does not. See the response to question 3 in the "AIC Program and RFP Sections" section of this document.

- 6. Specifically, how does AIC define "increased diversity" in terms of the new goals for the program?**

For the purposes of this RFP, we would like to see proposals that focus on healing and wellbeing through the arts. We intend to diversify programs in this matter.

However, we also want to encourage small and grassroots organizations with a racial equity focus to submit proposals to the AIC program.

7. Does the CAC currently have any grant opportunities for support of instructional and mentoring services for adult correctional facilities?

Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. For art grant opportunities, please refer to our [website](#). To learn more about rehabilitative programs and services under CDCR's Division of Rehabilitative Programs, visit their [website](#).

8. Last year, we were the recipients of a direct grant from the CDCR called the Innovative Grant. From this grant we launched two programs out at Lancaster Prison. My question is, on your RFP it states that you can only apply for up to 3 yards/facilities. My question is, since we received this grant and are already in 2 yards, would we still qualify to apply for 3 more, or would we need to limit ourselves to 1? My rational mind says yes, we could apply for 3, as our grant did not come through the AIC, but I thought it best to inquire before we proceeded.

Your organization would qualify for three (3) institutions because our limit only pertains to programming funded under the CAC's AIC program.

9. Does the proposal have to be specific about what will be done?

Yes, your proposal should be clear about what your program will look like so the evaluation panel can determine if it is a good fit for the institution(s) your organization is applying to.

10. How long is funding for? 12 months? If so, does the proposal have to specify all activities that will be done for all 12 months or provide a general idea?

Yes, awarded contracts would be for one (1) year. For more information, about contracts see RFP page 4.

For information about specificity of your proposal. see the response to question 10 in the “AIC Program and RFP Sections” section of this document.

- 11. Can the administrator and the principal instructor of the program be the same person? I've done all my own administrative work since I started my program back in 2012.**

Yes, we have several smaller organizations that function this way.

- 12. Does this RFP correspond to the 2019-2020 AIC RFP? Should those coordinating organizations that have a current AIC contract 2019-2020 apply to this one to continue the current arts programming?**

No, it does not. This RFP does not replace any current AIC-18 contracts.

- 13. Will there only be one award per institution and is more than one allowed to be awarded per institution?**

The number of proposals awarded at the institution will depend on the AIC programmatic needs, availability of funds, and the assessed needs of the institution.

- 14. Is the RFP the same application form organizations who have a current AIC contract?**

All current AIC Coordinating Organizations, except for one interagency agreement, have undergone the RFP process and if they want to add additional programs, they are required to submit a proposal.

- 15. Is the RFP application the same for organizations who already have an AIC contract for 2019-20?**

Yes, see the response to question 14 in the “AIC Program and RFP Sections” section of this document.

- 16. Should awardees of previous AIC RFP 2019-20 use actual numbers to run the program per current duration/time of teaching hours and make a request from the CRM to be preapproved for current programming at that institution?**

The AIC team is unclear of the question. This RFP does not replace any current AIC-18 contracts. If this is regarding an AIC-17 contract, you may propose the same program days/times as you are currently providing so long as they are available according to the assessed needs of the institution outlined in Appendix 2. If they are not listed, obtain a letter from the Warden and/or CRM

17. What if there are no Workshop hours, days and times requested by the prison in the RFP? Specifically, CAC. Should we just guess all of that in our proposed project plan?

If no days and times are listed under an institution, you should not guess but propose a day and time that works for your organization. If the Community Resource Manager notifies us that those days and times do not work, they will let us know some alternatives. Many institutions are going through major programmatic changes and did not have their complete availability at the time of the RFP but wanted additional programming.

18. Does AIC consider a songwriting & music program to be in the "Performing Arts" category or would it be a "Multidisciplinary Arts" program?

The field understanding of Performing Arts does include songwriting and music.

Budget

- 1. The budget template provided in the RFP is missing several line items that previously existed. Can we add line items, or must we follow only those in the template?**

If there are additional budget line items you wish to add to the Budget Table, please include them in tab "5-Other Costs" under the table labelled, "Other." Be sure to include a justification for each line item for the purpose and clarity of the evaluation panel.

- 2. I want to begin paying my artists for teaching hours even if programming is cancelled on a given day due to an issue at the institution. When calculating the number of teaching hours that will be paid, can we include contingency make-up hours in case we have to reschedule a workshop?**

Yes, you may add contingency make-up hours but please make sure to indicate the number of hours and a justification for the contingency make-up hours in your budget notes.

- 3. Can you clarify what restrictions apply to paying returning citizens who may be working with our program? i.e.: It is my understanding that a returning citizen must be off parole for 3 years to be paid by government funded programs.**

The CAC and CDCR working to finalize the exact language to pay returning residents. If awarded, this language will appear in your contract. Although we do not have the exact language finalized, we know that CDCR understand the value of returning residents and is encouraging Coordinating Organizations to hire returning residents that have been one (1) year free of any illegal activity. Additional requirements for employment of ex-offenders³ can be found in Title 15 and the DOM which can be viewed on CDCR's website at <http://www.cdcr.ca.gov>.

- 4. Page 3 states that the maximum budget is \$100,000 per proposed institution. Would it be possible for organizations to amend their contracts to exceed \$100,000 per institution in future years? (Our current budgets at San Quentin and Solano are about 115k each. We could keep a new program under 100k in its first year because we'd expect to have fewer classes. But we would need**

³ CDCR's language

more than 100k to keep running the programs at the levels we have at our other institutions.)

We analyze the AIC program budget each year so depending on the assessed needs and the availability of funds, we may or may not add additional funds to contracts in subsequent years.

- 5. Is the funders report required if you're applying as a micro business? If so, are there any resources to help guide you through the process?**

The DataArts Funder Report is required of all applicants. Helpful resources and contact information is available on their website.

- 6. The RFP states \$75/hour is the maximum rate for the arts provider/guest artists? Can the proposed rate be higher?**

No, the maximum rate is \$75 as listed in the RFP.

- 7. Are Coordinating Organizations able to use current rates and/or make additions to previous RFP award which will exceed total amount stated on this RFP?**

No, all proposing organizations must adhere to the requirements of RFP 2019-01 if submitting a proposal.

- 8. Is this a fee for service program?**

Yes, that is correct. Awarded contracts will be paid according to the services rendered each month. If your organization is a nonprofit organization, your organization will get a 25% advance to begin your program. If you are a small business, you will be expected to submit your services rendered each month, but will be paid with "progress payments" (a fixed amount each month with 10% of the contract withheld until all the services are completed at the end of the contract).

- 9. Is this a fee for service program as opposed to a grant program?**

Yes, see the response to question 8 in the "Budget" section of this document.

- 10. For the DataArts requirement, if we have not completed our most recent fiscal year data (2019) can we submit our 2018 data instead?**

We recommend submitting your current fiscal data, if it is available. If it is not available, submit your most recent report instead with an explanation why you do not have last year's data.

Proposal Evaluation Criteria and Process

1. How much more will the CRM's and Prisons be a part of the selection process?

The CRMs will be given the opportunity to review the programs before the Intent to Award is released to ensure the programs meet the institutional needs, in case they have changed since the assessed needs was received from the institution in January.

2. Experience is one the criteria to be grade, if the organization has no experience in correction, would this affect the score dramatically, especially for first time applicant.

The evaluation panel will consider new organizations so long as the proposing organization and the Arts Providers meet the eligibility requirements (see RFP page 6-7) and has comparable experience (see the response to question 1 in the "Training and Readiness for the Institution" section above of this document for additional information).

3. Page 7 requires that Arts Providers have provided arts services in correctional or comparable settings for at least one year.

a. Is it required that all Arts Providers be named in the application?

b. And will an application be rejected if any of the Arts Providers do not have that year of experience in correctional or comparable settings? I ask because this strikes me as a very high barrier to entry that may make it very hard to have inclusive and equitable hiring practices. It's hard to find qualified artists who will commit before a contract is granted, and harder still to recruit diverse Arts Providers in our niche art form (audio journalism) who have also worked in correctional settings.

Yes, you are required to name all the Arts Providers and provide artistic samples of all artists in the proposal. If an Arts Provider changes during an active contract, the biography of the new artist must be provided to AIC staff for the contract file.

We understand that gaining institutional knowledge may be difficult. See the response to question 1 in the "Training and Readiness for the Institution" section above of this document for additional information about comparable experience.

4. Can the small business preference points be added to the Rating Score Criteria matrix to ensure that those points are awarded and not forgotten when calculating maximum possible points?

We have an internal scoring sheet used during the evaluation panel that includes the small business preference points, so they are not forgotten.

- 5. How do we find out more about the forms to complete and return for Bidder Instructions 20. Bid Evaluation Preferences EZA, TACPA and recycled products Public Resources Code Section 42890? Will additional points to our proposal be added for these claims and if so, how much for each?**

It is the proposer's responsibility to locate the forms at the sites below and fulfill the requirements as needed.

<https://www2.calrecycle.ca.gov/Docs/Web/111492>

<https://www.hcd.ca.gov/grants-funding/archive/enterprise-zone.shtml>

<https://tacpa.dgs.ca.gov/Home/About?Length=4>

The additional points would be considered as Small Business and Disabled Veteran Business Enterprise points, but an organization can only claim these points once (as an SB/DVBE or via the other Bid Evaluation Preferences listed above).

- 6. Program scheduled times and spaces are limited in institutions. With the current scoring, when there is more than one teacher per class, proposals are less competitive due to a smaller number of instruction hours than separating the two instructors. Coordinating Organizations who try to effectively schedule more than one teacher for a workshop due to high interest (allows more participant) and using a large space, such as a gym, to do programming, are hurt in the competitive bidding process the way the scoring is being considered at this time. There is not benefit and hurts for having 2 teaching artists teach together and increase participants numbers (24 participants) in the current scoring. When there are 2 teachers, then the number of instruction hours would increase not just teaching hours because there are more participants being taught. The current scoring encourages teachers to divide and take more limited space to be a competitive bidder. The scoring of grand total divided by total teaching hours makes more sense and allows more space and slotted times available for other classes. How can scoring be improved for organizations who effectively use the limited space and time?**

Although we also recognize the validity regarding space inside the institution, we are not guaranteed that if the program has two Arts Providers that the number of projected participants will be reached, any more or less than we could if the workshop had only one Arts Provider for a workshop then provided to two separate timeframes.

In this RFP, the “Cost” is based on the “Adjusted Cost Per Instruction Hour” (see the Budget Table), but we also included an “Informational Data” section that allows us to consider the larger impact by Projected Participant under the “Reasonable Resource Allocation” section of the evaluation criteria.

Even though we understand this cost points formula may result in higher cost points in the competitive bidding process, we believe it is the method of calculating cost at this time because the projected number of participants does not equate to the actual number of participants that will complete a program—however, the instruction hours regardless of the class size would remain the same through the completion of the program. Given that participants work, recovery groups, and/or education program and schedule take priority in the institution and their schedules may shift at any time—class sizes vary from month to month and can change suddenly. In order to be responsible stewards of tax-payer funds, we want to ensure that we know the cost per instruction hour regardless of the number of participants that may be impacted by changes to their schedules in the institution.

- 7. In the RFP it states that “applicants are strongly encouraged to apply only to the institutions in the appendix”. How much weight is on the prioritized institutions? What would be our chances of being awarded a grant if we chose to pursue one facility not on this list and two that were?**

Arts in Corrections is not a grant, it is an art service provided inside CA state adult correctional facilities. Arts Disciplines not listed in Appendix 2 must include a letter from the institution’s Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs

No weight is given to any institution or art discipline; however, Appendix 2 is listed in the order of highest programmatic need.

Equitable allocation of funds throughout the state is based on the rating/scoring criteria and the availability of funds.

- 8. How much weight is given to the arts disciplines that different facilities have requested programming for within their prisons? If we are proposing an arts discipline outside of that, what are our chances of being awarded a grant?**

Arts in Corrections is not a grant, it is an art service provided inside CA state adult correctional facilities. Arts Disciplines not listed in Appendix 2 must include a letter from the institution's Warden or Community Resource Manager requesting your program. However, a request letter does not guarantee the proposer will receive an award. Awards are based on the RFP score, the number of proposals received from the institution, availability of program funds, and institutional needs.

Award

1. **Can we apply for the contract, the Reentry, the Art & Tech, Development grants and if we were fortunate enough to get more than one, can we receive multiple grants?**

Arts in Corrections is not a grant, it is an art service provided inside CA state adult correctional facilities. If applying to the [Innovations + Intersections](#) and/or other grants, make sure to adhere to all the grant eligibility requirements and the AIC RFP 2019-01 requirements.

2. **Also, for some RFPs in the past, awards were “all or nothing”. With this RFP, is the expectation that awards will be granted in full per institution (though not necessarily per proposal)? So, for example, if a submission includes a proposal for 5 institutions, is it possible to be awarded for one, two, three (or more, “if there are programmatic needs at institutions where not enough proposals were received”), at the discretion of the awards panel, or should we expect to be awarded “all or none” of the institutions we are proposing?**

This is not an “all or none” RFP. An organization may be awarded for one (1) to three (3) institutions per organization proposal. Per page 4 of the RFP:

Multiple contracts are expected to be awarded through this RFP process.

Proposing organizations may be awarded a contract for up to a maximum of three institutions but may be awarded additional institutions if there are programmatic needs at institutions where not enough proposals were received.

3. **The max award per site is \$100,00 and it was stated we can apply for 3 sites. Is the total award capped at \$100,000.00? For example, could we use 100,000 across 3 sites or 300,000 with 100K being used at each site?**

The \$100,000 applies to each institution. If an organization proposes three institutions and is awarded a contract for all three, the contract will total the amount of the three proposed budgets that are less than or equal to \$100,000 per institution.

4. **Will there only be one award per institution and is more than one allowed to be awarded per institution?**

The number of programs awarded at each institution will be based on an equitable distribution of AIC programs across all institutions and the availability of funds.

General Questions

1. Where can I find a comprehensive list of programming?

On the AIC website, under Programming>[Coordinating Organizations](#).

2. Do we download the RFP from your website?

Yes, and on [eProcure](#).

3. What is the last day we have to get any questions submitted?

Round 2 of Questions are due via email to roman.sanchez@arts.ca.gov by April 8, 2020 at 4:00pm. These questions, along with their corresponding answers, will be posted on the CAC website on April 10, 2020 at 4:00pm.

4. Has this project supported murals before?

Previous Coordinating Organizations have had a plethora of workshops throughout institutions. Mural workshops have been offered in the past. To learn more, visit our AIC website, under Programming>[Coordinating Organizations](#).

5. I run a creative agency and am an adjunct professor. I am interested in working with the California Arts Council and happy to build the programs needed however this will be my first exposure. Are you open to that fact?

Yes, so long as the proposing organization and the Arts Providers meet the eligibility requirements (see the response to question 1 in the “Training and Readiness for the Institution” section above of this document for additional information).

Works Cited

University of California, Berkeley's Underground Scholars Initiative (USI). 2019. *Language Guide for Communicating About Those Involved In The Carceral System*. March 6. Accessed March 9, 2020. <https://undergroundscholars.berkeley.edu/news/2019/3/6/language-guide-for-communicating-about-those-involved-in-the-carceral-system>.